



Human Resources Newsletter

November 2005 News

What's New, What's Hot

- **DOTD Hurricane Relief Fund Established** - As a result of various offers of financial assistance, the DOTD Credit Union has established a "DOTD Employee Hurricane Relief Fund" to receive donations for assisting DOTD employees whose homes and lives were devastated by Hurricanes Katrina and Rita. The credit union opened the account by making a \$1,000 donation and has subsequently received a number of contributions. Because the fund is not sponsored by a bona fide charitable organization, however, donations are not tax deductible. An external committee will be established to administer the funds to employees. Donations can be made at the credit union or by mailing to LA DOTD Federal Credit Union, PO Box 2111, Baton Rouge, LA 70821-2111. Contributions should be clearly marked for the DOTD Employee Hurricane Relief Fund. **HR Contact: Stephanie Ortis, (225) 379-1289.**
- **Update on Military Leave** - HR's Employee Relations Unit has developed an [Employee Reference Sheet](#) for employees on Military Leave. A number of important topics are covered, including a comprehensive list of the employee's responsibilities upon activation. Especially helpful is a "Military Leave Option Form" that should be used at the point an employee is notified that he/she is to be activated. To access this information, click here. **HR Contact: Pam Dantin (225) 379-1241.**
- **United Behavioral Health (UBH) offers free services to employees covered by Office of Group Benefits Plans** - Employees and family members affected by traumatic events such as the recent hurricanes can take advantage of a wide range of free services to help begin the healing process. Many employees not directly affected may also have some symptoms of traumatic stress as well. DOTD urges everyone to review the website Liveandworkwell.com (State of Louisiana access code: **Sebois**), which is an online health and wellness portal. This site offers resources, articles on trauma caused by natural disasters, and provides users with United Behavioral Health's crisis hotline: (866) 615-8700. If you feel that you or those you work with are in need of these services, please contact the hotline. Life Resource Counselors dedicated to the crisis line are available to direct callers to emergency and relief services and offer mental health counseling and emotional support.



Human Resources Newsletter

November 2005 News

(Continued)

Special Events

- November 2 - Civil Service Commission Meeting
- November 8 - State Agency Career Day
- November 8 & 9 - Training: Substance Abuse for Employees & Supervisors - HQ (two sessions)
- November 10 - Training: Employment Law - HQ
- November 11 - Veteran's Day Holiday
- November 15 & 16 - Training: Violence in the Workplace for Employees Supervisors - HQ (two sessions)
- November 16 - Standing Committee on Human Resources (SCHR) Meeting
- November 24 - Thanksgiving Day Holiday (statutory)
- November 25 - Acadian Day Holiday (must be declared by the Governor)
- November 29 - New Employee Orientation - HQ



HR Unit Updates

Employee Relations Unit Update

- Appointing authorities and supervisors with delegated authority for disciplinary actions are reminded to forward pre-deprivation letters and official letters of disciplinary action to Ranzy Montet (HR) and Craig Kimball (Legal) for advance review.
- Employees (especially those from outside of the Baton Rouge area) are encouraged to contact **Ellen Catherine, Retirement Liaison Officer, at (225) 379-1229**, in advance for an appointment to discuss retirement-related issues. This will ensure that employees are given prompt assistance in these matters

Personnel Management Unit Update

[Click here](#) to view information on the LA DOTD co-op program. This program is a cooperative endeavor between the Louisiana Department of Transportation and Development and Louisiana Universities, providing practical experience to civil engineering students through employment in public sector transportation engineering work. HR Contact: Janice Drake, (225) 379-1222.

Operations Unit Update

The changes resulting from Phase III of the Administrative Services (AS) Pay Schedule (increased minimums), effective September 9, 2005, have been implemented. Thirty-five (35) employees who were below the new minimums of the pay ranges received an increase in pay. Employee Notification Forms on all actions were recently forwarded to each affected district/section. HQ HR Contact: Kay McRae, (225) 379-1288.

Compensation Unit Update

The allocation criteria associated with the Police Series Job Study have been finalized. This job study establishes a new Police Officer series which is one pay level above the current series. Allocations to the new series will be based upon positions clearly meeting such criteria. Position descriptions are currently being received for affected positions and allocations will be made effective August 29, 2005. Please note that employees moving into the new series will not receive an immediate increase in pay unless they are below the minimum of the new pay level. HR Contact: Vicki Picou Cairns, PHR, (225) 379-1246.